

QUEENSLAND RUGBY UNION POLICY

QRU Functional Area	Queensland Rugby Union and Ballymore
Policy Title	QRU Ballymore Hire/Booking Policy and Procedure
Policy Reference	071015 – QRU Ballymore Hire/Booking Policy and Procedure
Policy	<p>The Ballymore Hire/Booking Policy is based on a user pays policy. There are 6 major categories of possible Hirers, each category is required to pay the respective fees:</p> <p>Cat 1. QRU and Affiliates (QLD Suburban, QJRU, QCRU, Schools, ARU, QRRR, etc)</p> <p>Complimentary ground hire, however, pay all operating costs associated with the event, see below for more details</p> <p>Cat 2. Elite Sporting Bodies/Organisations (NRL, FFA, etc)</p> <p>\$1,500 per training session of no more than 2 hours in length for Ground Hire, plus pay all operating costs associated with the event. Ground Hire is negotiable depending on the number of sessions required, e.g. instead of \$3,000 for one day with two session it could be charged at \$2,500. Longer terms are available and would be subject to negotiation.</p> <p>Cat 3. QRU Sponsor (QR, Suncorp, etc)</p> <p>Up to \$1,000 per day plus pay all operating costs associated with the activity. This is depending on the level of sponsorship held with QRU.</p> <p>Cat 4. Queensland Rugby Club</p> <p>To be negotiated on a case-by-case situation using the guide lines within this policy. This depends on the size of the event the QRC is hosting, and who the client is. Due to separate tenant agreements there is liquor licensing to take into consideration. QRC are unable to serve patrons food or beverage outside their rented area (the function rooms and Members Bar within the McLean Stand).</p> <p>Cat 5. Special Events (Christmas Parties, Corporate 7s comps, etc)</p> <p>Minimum \$3,000 per day plus all operating costs associated with the event. Benevolent Institutions, Registered Charities and Community Non Profit Organisations will however be considered on a case-by-case basis.</p> <p>Cat 6. Tenants (Golden Oldies, QRRR)</p> <p>A lease agreement is to be created for Tenants which is to include rent for the use of their facilities of \$2,000pa plus a 'Common Services' charge (to be determined), extra costs would be incurred for the use of Ballymore for games.</p> <p>ALL activity (inc. Reds and Academy training and QRU activity/events) at Ballymore MUST complete the Ballymore Booking Form prior to confirmation. Bookings will not be accepted without a Ballymore Booking Form. All Bookings are to be confirmed by the QRU Operations Manager prior to proceeding.</p>
Operating Costs	Operating costs include, but not limited to, QRU personnel's time to assist organising, match operational personnel, medical staff and equipment (including strapping tape, and other medical stock), security, cleaning, ground announcers, electricity, ball boys, referees, etc. These costs will be estimated prior to the event with an invoice created post event to ensure the correct charges are being paid for.

Exceptions to this policy include	Premier & Brisbane Club Finals, Ballymore Cup, Academy (Reds 2 nd XV) matches, Transition games, and QRU representative games (Women's, U16/U19 QLD teams).
Common Services include	Common Services include, but not limited to, pest control (other than for the Premises), security services, waste management and removal, electricity supply, water supply, local government rates, sullage pit and grease trap cleaning and emptying, treasury services and cash collection (if required), and other services required to be supplied for areas of the Land for which the Landlord is responsible and which the parties agree are to be 'Common Services'.
Policy Objective and Rationale	This policy has two objectives; <ol style="list-style-type: none"> 1. It is based on covering expenses incurred by QRU that are not QRU's to bear. 2. Develop a revenue source from the hire of Ballymore.
Impacted Parties	QRU Staff, Reds Players, QRU Sponsors, Premier Rugby Clubs, Country Affiliates, Schools, Match Day Operations, and Juniors
Contributors	All Departments of the QRU
Communications Strategy Outline	<ul style="list-style-type: none"> • Operations Manager to communicate to all Staff • Community Rugby Manager to communicate to the affiliates the allocation each season • Communications Manager to place the policy and booking form on the website.
Procedure	<ol style="list-style-type: none"> 1. All Booking inquiries are to be forwarded to the Operations Assistant 2. The Operations Assistant will request that ALL bookings complete the Ballymore Booking Form (BBF) 3. Once the BBF is complete and returned to the Operations Assistant, the Operations Assistant then discusses the activity booking with the Stadium Manager and the QRU Operations Manager to confirm or reject the booking. 4. The Operations Assistant will then go back to the hirer/user to confirm or reject the booking request. 5. The Operations Assistant will continue to liaise with the hirer to ensure all their needs are met. <p>No Booking will be accepted without a completed booking form. All Bookings MUST be confirmed by the QRU Operations Manager prior to proceeding.</p>
GST	All Fees mentioned in this policy are EX GST
Reds	Queensland Reds have priority for use of the fields. However, the Reds must also comply with the Booking Policy and Procedure.